



# HOME-BASED BUSINESSES

1. Contact the Zoning Department (phone 256-772-5637) for a Home Occupation Permit application (also available at the City's website: [www.ci.madison.al.us](http://www.ci.madison.al.us)) and a Hazardous/Toxic Substance Declaration form. Submit these completed forms to the Zoning Department. Approval/disapproval will be given at this time.
2. Bring a copy of your Home Occupation Permit, approval of the Hazardous/Toxic Substance Declaration (both from the Zoning Department), along with your completed privilege license application to the Revenue Department. Your business (privilege) license will be issued there.
3. When completing the license application, use an estimate of what you believe your gross receipts will be for the remainder of the year. This is the figure that your license fee will be based on. (All new businesses use estimates for the first year in business, and then the next year's license is based on what you actually made the previous year – calculated out for an entire year.)
4. Home Occupation Permits are separate from your privilege (business) license. Each must be paid for separately.
5. Any questions, please call the Revenue Department at 772-5600.